UNIVERSITY OF SOUTHERN CALIFORNIA

Registered Dental Hygienist Supervisor
Job Code: 191025

Grade: HG
OT Eligible: No
Comp Approval: 11/5/2002

JOB SUMMARY:
Supervises all assigned dental hygienists in department. Has responsibility for developing and interpreting departmental policies and procedures, monitoring inventory, purchasing equipment and supplies, and assisting in budget development by monitoring and reconciling budget activity. Provides clinical dental hygiene patient care. Assesses patient's health history to determine if treatment appropriate. Gathers all of the patient data and information for the dentist. Evaluates patient's home care and educates patient on good oral hygiene practices. Plans appropriate treatment for patient. Determines appropriate referrals for further dental hygiene treatment and refers patient to appropriate dental practitioners.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Supervises all assigned dental hygienists in department. Recruits, screens, interviews, hires, and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels and disciplines employees as required. Recommends professional development opportunities for staff.

______ Assesses workload and plans or schedules staff accordingly. Monitors workflow for efficiency and timeliness and makes adjustments as needed. Structures staff and organizes work in a logical fashion to ensure efficient operations.

______ Provides technical assistance to staff for training purposes and for problem-solving. Researches and advises staff on new techniques, procedures and advances in the area of oral health care. Provides background and interpretation of departmental policies, procedures and guidelines. Makes decisions on issues which are unclear and is accountable for these decisions.

______ Assists in budget development by gathering, analyzing and reporting financial data. Monitors and tracks expenditures for intercampus and external vendors. Reconciles internal records to University financial system ASRs. Researches problems and makes corrective action.

______ Develops and interprets department policies and procedures. Assesses patient care systems and procedures. Makes recommendations to enhance systems and procedures as needed.

______ Monitors and maintains equipment and supplies inventory. Determines equipment and supply needs. Purchases equipment and supplies as needed. Interfaces with Purchasing Services and external vendors to verify prices and resolve discrepancies.

______ Schedules dental appointments for patients.
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Assesses patient’s health history to determine if treatment is appropriate.

Evaluates patient’s vital signs to determine if they meet treatment criteria. Gathers all of the patient data and information for the dentist. Charts medical and dental histories.

Performs intraoral and extraoral examination to check for abnormalities.

Cleans and polishes teeth using scaling instruments and a rotating polisher. Applies decay preventive agents such as fluorides and sealants.

Takes and develops dental X-ray films.

Evaluates patient’s home care. Educates patient on good oral hygiene practices.

Evaluates patient’s treatment needs. Advises patient on treatment needs.

Plans appropriate treatment for the patient. Determines and plans patient recall frequency. Determines appropriate referrals for further dental hygiene treatment. Refers patient to appropriate dental practitioners and makes appropriate appointments.

Administers local anesthetic and nitrous oxide sedation as needed.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No

[ ] Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Specialized/Technical Training

Minimum Experience:

3 Years

Minimum Field of Expertise:

Directly related experience in field and supervisory experience. Must have a minimum of a two-year degree from an accredited (American Dental Association) dental hygiene program. Must have a California Dental Hygienist license. Must have a California Radiology license.

Preferred Experience:

5 Years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:

Computer Network (Department or School)
Personal Computer
X-ray Equipment

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Technical

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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